

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE SUBJECT COMMUNITY RESIDENTIAL PROGRAMS: SUPERVISION STANDARDS	EFFECTIVE DATE 10/23/1989	NUMBER 06.03.102
	SUPERSEDES PD-BFS-43.03	
	AUTHORITY MCLA 791.206; MCLA 791.265a	
	ACA STANDARDS 2-2069; 2-2147; 2-2157; 2-2178	
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POLICY STATEMENT:

To prescribe the supervision standards for prisoners transferred to Community Residential Programs (CRP).

POLICY:

- A. Prisoners in CRP are either housed in a community corrections center or placed in a community residential home. A community corrections center is a facility either contracted for or operated by the Department in which security staff is on duty 7-days per week, 24-hours per day. A community residential home is a location where electronic monitoring of prisoner presence is provided by the Department 7-days per week, 24-hours per day, unless electronic monitoring is waived under the provisions of 06.03.105, "Electronic Monitoring System (EMS)."

SUPERVISION STANDARDS

In-Person Contacts

- B. An in-person contact is any personal interview with a prisoner conducted in the office or in the field. Field agents are required to conduct at least one in-person contact per week with each prisoner in CRP.

Home Calls

- C. A home call is a personal visit to a prisoner's current or proposed residence by Department staff in which contact with a person at that residence is made. Field agents are required to make a home call prior to placement of a prisoner in a community residential home. Following such placement, one home call per month to discuss the prisoner's adjustment is required.

Collateral Contacts

- D. A collateral contact is a discussion of the prisoner's adjustment with any person or agency, excluding Department of Corrections staff, who has knowledge regarding the prisoner that is pertinent to case supervision. Field agents are required to make one collateral contact per month. At least every other month one collateral contact shall be made outside of the field office.

Verification

- E. Verification is reasonable evidence that an act occurred or that conditions exist.
1. Employment, Training or other Programs:
 - a. Shall be verified by a field agent prior to prisoner participation and verified biweekly thereafter. Verification may be by submission of paystubs providing they show the prisoner's name and social security number; or contact by telephone or in-person with employers, school authorities, or program sponsors to confirm attendance and participation.

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2. Residential Destination:

- a. A residential destination is any pre-approved residence or dwelling which a prisoner requests to visit. Residential destinations shall be verified in-person and approved by a field agent prior to the prisoner's initial sign-out to that destination and bimonthly thereafter. Random telephone and on-site checks with a responsible person who resides there shall be made to verify visits.

Supervision Reports

- F. A supervision report is a written report, completed by a prisoner on (CFO-105), Supervision Report, signed and dated by the prisoner and an agent, which includes the prisoner's address; employment, job prospects, or school status; and any involvement in treatment programs. Supervision reports shall be completed by a prisoner and reviewed by a field agent during each required weekly in-person contact.

Increased Supervision Standards

- G. Supervisors/managers may require an increase in supervision standards on a case-by-case basis to satisfy an increased need for prisoner accountability or public protection.

Reduced Supervision Standards

- H. Reduction in supervision standards may be made in the following circumstances:

1. Drug Treatment Facility

- a. The supervisor/manager may authorize a reduction of:
 - i. In-person contacts from weekly to monthly if the prisoner is residing in an in-house drug treatment facility with 24-hour supervision by treatment staff. Reductions will be documented and placed in the prisoner's field file.

2. Community Residential Home

- b. The area manager may authorize a reduction of:
 - i. In-person contacts from weekly to biweekly and/or, home calls from monthly to bimonthly and/or, collateral contacts from monthly to bimonthly if the prisoner is assigned to a community residential home where in the judgment of the area manager distances between the home and field office are extreme and field agent workloads are at a level that will not reasonably allow supervision standards to be met.

- I. Area manager reductions of supervision standards shall be in writing to the supervisor and include the effective date of the reduction, the location and agent(s) affected, specific standards reduced, and the basis for the reduction. Reductions will be valid for no more than three months at which time the circumstances shall be reviewed for a determination to renew.

- J. Written Authorization for reduced supervision standards shall be maintained by the area manager and supervisor and a copy placed in the prisoner's field file.

CASE NOTES

- K. Field agents are responsible for maintaining adequate and timely chronological case notes on each prisoner in CRP. Case notes shall accurately, concisely, and legibly reflect any significant activity or behavior affecting the prisoner's progress and adjustment, including all contacts, home calls, and

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verifications described above.

- L. Within two weeks of arrival in CRP, each prisoner's file shall be reviewed and significant problems and realistic goals documented in case notes. Weekly supervision reports shall be filed in the prisoner's field file and any significant information from the review recorded in case notes.

RB:OPH:09/20/89